

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

Date

Agency , an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of

Purpose and description of the project. You may want to include whether it is federally funded or state funded . The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- For mid-range and large size projects, the agency must advertise separately for design and CEI or separate the project into phases on one advertisement and require the consultant to indicate to which phase they are responding.
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Estimated Schedule for Performance of Work

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Firms may request consideration by submitting a letter of interest along with qualifications to **Agency** , **Agency Address** **City** , **TN** **ZIP Code** **Attn: Responsible Charge** . All letters of interest must be received by **Agency** on or before **Time and Date (Not less than 14 days from the date of the solicitation)**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **Specify the method of payment (i.e., lump sum.)**

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **ex. Work experience in the required disciplines with TDOT, the Agency, and/or other clients**
- **ex. Specialized Expertise**
- **ex. Professional licensure**

- **ex. Staff capabilities of prime consultant**
- **ex. Size of project and unlimited prequalification status**

From the letters of interest, **Agency** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

Agency will evaluate the top 3 firms on the following criteria (relative weight):

- a. **ex. Workload capacity; including amount of work under contract with the Agency, if applicable (%)**
- b. **ex. Past performance on agency projects (%)**
- c. **ex. Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (%)**
- d. **ex. Other factors including interviews and demonstrations, as approved by the Agency (%)**
- e. **ex. Any approved non-qualifications based evaluation criteria (%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **Agency**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.